



United Way
of Champaign County

UNITED WAY OF CHAMPAIGN COUNTY

Job Title: Finance Assistant

Reporting to: Chief Financial Officer

Department: Administration: Part Time/Hourly – 20 hours per week. Flexible hours – preferably daily or 4 days/week.

Overview: United Way of Champaign County is looking for a detail-oriented office professional to provide finance support to the UWCC staff. This individual will need to be able to work independently in a fast-paced environment, with an emphasis on accuracy, confidentiality, and customer service. Advanced Microsoft Office 365 Tools skills is a requirement.

Work Environment: Every member of the United Way team contributes to our mission. Our paramount value is respect– for each other, for our community, and for our supporters. Our office culture values diversity, and our team members are collaborative, innovative, data-driven and results-oriented. Employee benefits include generous paid time off and medical leave, life and long-term disability insurance, pension benefits, and flexible spending accounts.

Defined Success: The successful candidate will use their experience and talents to provide support to the UWCC staff in all areas of finance/data entry tasks.

Critical Attributes:

- Bookkeeping or finance related background required.
- Advanced level Microsoft Office 365 Tools skills.
- Exceptional organization, independent problem solving and multi-tasking skills.
- Ability to work with Customer Relationship Management (CRM) software with training and accurate data entry work.
- Ability to work with financial data; experience with Quickbooks preferred.

Key Accountabilities:

- Handle all check deposits and apply payments in CRM.
- Maintain monthly donor billing information for all manual, recurring credit card and ACH payments.
- Handle input of vendor invoices to shared Quickbooks file.
- Maintain accurate filing system for all financial documents.
- Organize and oversee entry of all incoming pledges and payments.
- Process all donor acknowledgement letters.
- Provide support for workplace and e-pledge campaigns.
- Responsible for maintaining data integrity in CRM.



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Education and Training:

- Minimum of 5 years accounting or bookkeeping office experience
- High School diploma or equivalent is required

Technical Knowledge and other requirements:

- Advanced level proficiency with Microsoft Office 365 tools required.
- Quickbooks experience preferred.
- Ability to accurately work with CRM system with proper training.
- Ability to present a professional office manner and maintain high level of confidentiality when working with donor information.

To apply please submit resume and cover letter to Cathy Baird at cathy@unitedwaychampaign.org by Friday, March 31, 2023.